

# UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

## National Procedure Checklist No. 2473

### Field Office Distribution

Notices are available on the Internet at <http://www.fsa.usda.gov/notices>. Handbooks are available on the Electronic Distribution Handbook and Notice Print Files page at [http://fsaintranet.sc.egov.usda.gov/dam/handbooks/eds\\_index.htm](http://fsaintranet.sc.egov.usda.gov/dam/handbooks/eds_index.htm) for EDS locations to access for local printing and distributing. To inquire about the transmission of directives, call the Management Analysis and Directives Section at 202-690-0594.

### National Office Distribution

Notices are available on the Internet. Handbooks are printed and distributed to the National Office. Handbooks are also available in portable document format (PDF) on the FSA Intranet at <http://fsaintranet.sc.egov.usda.gov/fsa/>.

### Temporary Directives

Temporary directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
AO-1586 11-20-13	Corrected FSA-669, "Official Ballot for FSA Committee Elections" Mailing	State and County Offices
CM-737 11-20-13	Using AD-3030	State and County Offices
CRP-753 11-18-13	Handling Outstanding 2013 Emergency Forestry CRP (EFCRP) Payments	State and County Offices
CRP-754 11-20-13	Effective Date Reminder for CRP Revisions	State and County Offices
PM-2897 11-20-13	FY 2014 Individual Development Plan (IDP) Information for Employees and Supervisors	FFAS Employees
PM-2898 11-20-13	Performance Management: Closing Out FY 2013 and Preparing for FY 2014	FSA Employees
PM-2899 11-22-13	FY 2013 Rating-Based Performance Time Off Awards (TOA's)	FSA Employees
PM-2900 11-22-13	FAS Civil Service Performance Management Program	FAS Employees
SEM-30 11-25-13	Background Investigation Processing for Lessor's Personnel and Contractors (Janitors, Maintenance Personnel, etc.) With Access to Government-Leased Space	State and County Offices

## National Procedure Checklist No. 2473 (Continued)

### Permanent Directives

Permanent directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
1-FLP (Rev. 1) Amend. 91 11-25-13	General Program Administration	State and County Offices
1-SURE Amend. 28 11-21-13	Supplemental Revenue Assistance Payments Program	State and County Offices

### Procedure Notices

None.

### Obsolete Directives

None.

### Forms

Users can access the weekly checklist for forms at the FFAS Employee Forms/Publications Online Website at <http://fsaintranet.sc.egov.usda.gov/dam/ffasforms/Actionlist.asp>.

Forms actions are recorded daily in the Forms Management Database which controls the FFAS Employee Forms site. Changed or new data about forms is added to the database daily and may be viewed at the URL listed above, or users may view a weekly compilation of activity by viewing the most recent checklist. If you have problems using this site or accessing the information, contact Angela Coln, Section Head, Forms and Graphics Section by telephone at 202-690-3798 or e-mail to [angela.coln@wdc.usda.gov](mailto:angela.coln@wdc.usda.gov).